



Identifying Ship to Locations

This will identify which locations are ship to addresses. Each ship to location needs to be set up before it will appear and can be selected in the purchase order or requisition as a ship to location.

Navigation: Set Up Financials/Supply Chain > Product Related > Procurement Options > Purchasing > Ship To Locations

1. Click **Add a New Value** Tab
2. Select/Verify the SetId (Business Unit).
3. Click the look up icon .
4. Click the location
5. Click **Add**.
6. Click **Save**. To continue adding more ship to addresses, click the Add button  located new the bottom of the screen.